

PRICE NEGOTIATION MEMORANDUM
ARCHITECT-ENGINEER CONTRACT

DATE:

CONTRACT NO. **DACA31**-__-__-__

DELIVERY ORDER NO.____ MODIFICATION NO.____

PROJECT TITLE:

PROJECT LOCATION:

REQUESTING AGENCY:

1. AE SERVICES ARE AUTHORIZED BY:

2. THE SCOPE OF AE SERVICES WAS PREPARED ON
AND REVISED ON _____. A GOVERNMENT ESTIMATE IN THE
AMOUNT OF _____ plus _____ IN
OPTIONAL ITEMS, WAS PREPARED AND APPROVED ON _____.
THE AE WAS REQUESTED TO SUBMIT A PROPOSAL BY LETTER DATED
_____.
THE AE SUBMITTED A PROPOSAL DATED _____ AND
RECEIVED IN THE AMOUNT OF \$_____.

3. THE PROPOSAL WAS LESS THAN OR EQUAL TO THE GOVERNMENT
ESTIMATE, AND WAS CONSIDERED FAIR, REASONABLE, AND ACCEPTABLE FOR
THE WORK REQUIRED.

4. THE PROPOSAL WAS GREATER THAN THE GOVERNMENT ESTIMATE AND WAS
NOT ACCEPTABLE. (EXPLAIN)

5. THE AE WAS REQUESTED TO SUBMIT A REVISED PROPOSAL ON
_____.

6. A REVISED PROPOSAL WAS RECEIVED ON _____ DATED
_____ AND IN THE AMOUNT OF \$_____.

7. ALL PROPOSALS WERE REVIEWED USING THE FOLLOWING GUIDELINES:

- a. Disciplines, hourly labor rates, overhead rates, and
profit rate are in accordance with contract schedule.
- b. A breakdown of all costs greater than \$1,000 is
provided.
- c. Proposed reimbursable costs (printing, telephone,
postage, vehicle use, materials, etc.) are not included
within AE's overhead costs, and are fair and reasonable.

8. MAIN TOPICS OF NEGOTIATIONS: _____

| ELEMENT OF WORK (DESIGNATE OPTIONS, AS SUCH, BUT DO NOT INCLUDE IN TOTAL) | GOV'T EST | AE FEE | PURE DESIGN (6%) | NON-DESIGN SERVICES | PERFORMANCE E R I O D |
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| TOTAL | | | | | |
| DESCRIPTION | DOLLAR AMOUNT | | | CONSTRUCTION VALUE | |
| BASIC CONTRACT/DELIVERY ORDER | | | | | |
| PREVIOUS MODIFICATIONS | (IF THIS IS MOD 2<) | | | | |
| THIS MODIFICATION | (IF THIS IS A MOD) | | | | |
| TOTAL (W/O OPTIONS) | | | | | |

10. The AE has been advised that the final proposal is accepted, subject to the approval of the Contracting Officer.

11. The assumptions contained in the AE's proposal dated are hereby accepted.

Prepared:

PROJECT MANAGER

DATE

Approved:

AUTHORIZED REPRESENTATIVE
OF THE CONTRACTING OFFICER

DATE